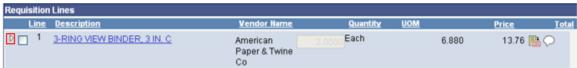


STATE OF TENNESSEE DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION

Adding Multiple Locations to a Requisition

To buy an item that is using only one Item ID but shipped to/paid for by multiple locations, you have to add the Ship-To Locations and additional Accounting information at the Requisition level.

- 1. When first pulling in your Item ID, select the overall quantity you want to buy.
- 2. Go to the Review and Submit section, and click the arrow on the left-hand side of the Item area, next to the checkbox and line number.



3. This expands out the item description to show shipping and Chartfield information. Use the plus button on the right-hand side of the Shipping Line section to add another Shipping Line.



4. Enter the second Ship-To Location here, on Shipping Line 2.



5. Then change the quantity on the new Shipping Line to reflect how many of the ordered quantity are going to that location. In the screenshot below, you need to change the Quantity in the area with the blue rectangles, not with the red circle.

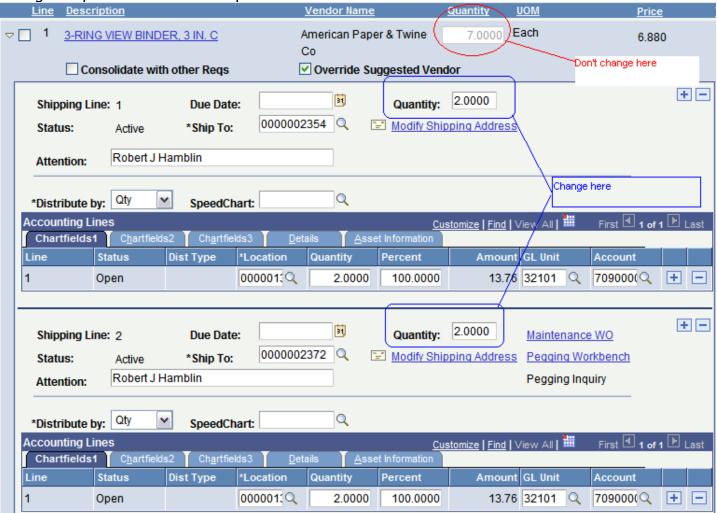
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- 6. Repeat for however many locations need the item.
- 7. After you have a Shipping Line created for each separate Location, fill out the Accounting information for each Shipping Location as necessary.

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